Basic Pick and Scan Settings

This document shows how to perform basic functions in Voyager Pick and Scan.

The 2015 version of Pick and Scan is significantly more powerful—and confusing—than previous versions, so please don't attempt to use any additional Pick and Scan functions without appropriate training and documentation.

This document assumes that you have the piece in hand and are scanning the barcode.

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This is the Changes To Make tab, where you set your options:

- **Holding Location** and **Item Locations** are now in separate parts of the screen. Both are framed in green above.
- **Item Type** is framed in blue.
- **Item Status** is framed in violet.

These are the only sections of this screen most people should use.
Pick-and-Scan Settings

Locations and Holding Location

*Item Location*, also called the *Permanent Location* is set in the upper left of the screen:

<table>
<thead>
<tr>
<th>Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent: Oak Street [noncirc]</td>
</tr>
<tr>
<td>Temporary: Clear</td>
</tr>
</tbody>
</table>

*Holding Location* is set on the right side of the screen:

<table>
<thead>
<tr>
<th>Holding Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oak Street [noncirc]</td>
</tr>
</tbody>
</table>

*Monographs* can have Holding Locations changed via Pick and Scan:

*Serials* need to have the Holding Location changed in the MFHD record in the Cataloging client, to avoid problems:

<table>
<thead>
<tr>
<th>Holding Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Change</td>
</tr>
</tbody>
</table>

Types (Item Type)

*Permanent Item Type* is set on the left side of the screen:

<table>
<thead>
<tr>
<th>Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent: BOOK 16/4 WKS</td>
</tr>
<tr>
<td>Temporary: Clear</td>
</tr>
<tr>
<td>Media: No Change</td>
</tr>
</tbody>
</table>

Please set the appropriate Permanent Item Type and choose *Clear* for the Temporary Item Type, even if you think that your items already have the correct Item Type.
Item Status
This section, found in the third column of the screen, of Pick and Scan has changed more than locations or item types.

In most cases when you have the piece in hand, you’ll want to choose **Delete existing, add selected**:

![Screenshot of Delete existing, add selected option]

If you’re processing the items for transfer to another location, you’ll also want to select **In Process**:

![Screenshot of In Process option]

Notice that the first screenshot says “0 selected” at the bottom, while the second says “1 selected”. Unlike previous versions of Pick and Scan, you can now select multiple statuses. If you selected one or more and decide you don’t need any selected, just click the **Clear** button under the menu.
This is the Records to Change tab, where you scan the barcodes and check results:

- **What to do** is framed in green above.
- **Identifier** is framed in blue.

These are the only sections of this screen most people should use.
Pick-and-Scan Settings

Update Database
Notice the big red letters along the bottom. The default assumption in this version of Pick and Scan is that you will be processing a file of records, so it expects you to run a preview of the file and check for problems.

Since you have the items in hand, you need to select **Update Database**:

```
What to do
- Update Database
- Preview
- Stop processing upon first error encountered when processing a file of records
```

This will make the scary red letters disappear.
Identifier

The **Identifier** bar is where you scan (or type in) the **barcode** from an item:

Once you’ve scanned it, you’ll see all changes made.

Please check that the bottom line, **Update Item Status**, displays **Processed**.
Sample Settings
Transfer to Oak Street (stos)

Transfer to Rare Book Oak Street (rbos)